



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

2 Feb 17

MEMORANDUM FOR YOKOTA AIR BASE PERSONNEL

FROM: 374 AW/CC

SUBJECT: Yokota Air Base (YAB) Housing Assignment Procedures

1. Effective immediately, the Yokota Air Base Housing Assignment procedures, dated 18 May 2015, is rescinded and superseded by this memorandum. Compliance with these procedures is mandatory in order to maximize use of the existing and available housing inventory while simultaneously meeting specific goals and requirements, in line with USFJ and 5AF/CC policy for housing occupancy rates dated 23 March 2013.

2. The following procedure will be used in determining whether accompanied/unaccompanied members will be assigned to government-provided quarters or authorized to move off-base:

a. Accompanied Personnel: All inbound military personnel accompanied, or to be accompanied by their dependents within 30 days, will be required to reside on-base if adequate Military Family Housing (MFH) quarters are available.

(1) If adequate housing, in accordance with the member's grade and bedroom entitlement, is not available within 60 days of the member's arrival on station, the member may be authorized to reside off-base as determined by the Housing Management Office (HMO). Determination will be made, based on housing availability, projected vacancy, and occupancy rate.

(2) Temporary Lodging Allowance (TLA) will be paid in accordance with the Joint Travel Regulation (JTR) and AFI 32-6001. Members receiving TLA, incumbents of Key and Essential (K&E) positions, and personnel with approved hardships/waivers, are required to accept the first available housing. Members receiving TLA will accept the first available adequate housing offered or will forfeit their TLA. TLA authorizations will stop on the date which adequate/available housing is offered, accepted or refused.

(3) Military personnel residing off-base must report to HMO if entitlement changes (i.e. married, acquired dependent/child, tour change). Members that will increase entitlement due to addition of dependents must relocate on-base. If adequate housing, in accordance with the member's grade and bedroom entitlement, is not available within 60 days from the time of application for MFH, the member may continue to reside off-base as determined by HMO. Determination will be made, based on housing availability, projected vacancy, and occupancy rate.

b. Unaccompanied Personnel: The following criteria will be used to determine whether unaccompanied members will be housed on-base or if off-base housing is authorized. Personnel will not be involuntarily assigned to inadequate housing. The 374 AW/CC determines housing assignment policy based on military necessity, readiness, or disciplinary issues.

(1) All unaccompanied personnel in grades E1 through E4 will be assigned to government – provided unaccompanied housing (UH).

(2) All unaccompanied E5 personnel will be assigned to government-provided UH. When occupancy rates exceed the established occupancy rate goals as specified in AFI 32-6005, members will be authorized to reside off-base, based on seniority and position on the Overseas Housing Allowance (OHA) waiting list. The HMO will maintain the current OHA wait list.

(3) All unaccompanied E6 and above will reside off-base.

c. Key and Essential (K&E) Positions (will be identified/determined by the Installation Commander): Designated K&E personnel are required to live on the installation as a matter of military necessity. The Installation Commander may waive (in writing) the requirement for K&E to reside on the installation if adequate housing is not, or will not be, available to meet the K&E member's family size and/or composition; or if the K&E member owns, or is purchasing housing in the local community, at the time of assignment to the K&E position.

d. Other Civilian Personnel (including mission essential, emergency critical, and mission critical personnel): Civilian employee eligibility is verified IAW AFI 32-6001 para. 5.2. and with Civilian Personnel Section (CPS). With the exception of K&E civilians, occupancy of FH is limited to 5 consecutive years at any location. This policy can be waived when in effect that there are excess adequate MFH units.

3. Requests for exceptions to these procedures are required in writing. Approvals and disapprovals on requests for exception to policy will be made by the Installation Commander or an approved delegate as specified in AFI 32-6001, AFI 32-6005, and Yokota AFI Supplements and Delegation of Authority.

4. My POC for this policy is Commander, 374th Civil Engineer Squadron. If you have any question, please contact Housing Office at 225-9078 or Command Office at 225-7215.



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Commander
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